

APPLICATION FOR COAST GUARD TUITION ASSISTANCE

(See Page 2 for Privacy Act Statement and Statement of Agreement/Understanding)

1. Last Name, First Name, MI			2. SSN		3. Rate/Rank		4. Expiration date of enlistment			5. Years of service							
6. Institution (name, full address, including ZIP				School Code		7. Upon completion of this course, will you receive a degree? Yes No											
8. Location of class. Place number in box. 1. On Base 3. Distance Learning 2. Off Base						9. Your immediate educational goal. Place number in box: 1. HS diploma 4. BS 2. VoTech 5. MS 7. Professional degree 3. AA 6. PhD											
10. Eligibility to participate in VA program. Select one only. (Place number in box.) 1. Vietnam Era 3. Montgomery GI Bill 2. VEAP 4. None																	
11. ENROLLMENT INFORMATION																	
				COURSE LEVEL		CREDIT		TUITION COSTS		DATES (YY/MM/DD)							
DEPT.	NO.	COURSE TITLE		DIV		HOURS		PER	PER	START			COMPLETE				
				V	L	U	G	#	S/Q/CLK	HOURLY	COURSE	YEAR	MONTH	DAY	YEAR	MONTH	DAY
12. I request tuition assistance in the amount authorized with the understanding that I will pay all additional costs (additional tuition, fees, books, etc.) incurred over and above the amount authorized. I understand that the USCG share will vary depending on the limits established in COMDTINST 1500.24, Coast Guard Tuition Assistance Program, Sec. 6. I have read, understand and will comply with all the provisions on Page 2 of this application.																	
APPLICANT'S SIGNATURE						WORK PHONE/FAX NUMBER						DATE					
12a. RESERVE MEMBERS ONLY - OPTIONAL DELIVERY REQUEST I authorize the release of information covered under the Privacy Act by the Coast Guard Institute. By my signature, I release the Coast Guard from any responsibility or liability when sending my CGI-1560 via the Internet. I request that my TA authorization form (CGI 1560) be sent to my personal e-mail address.																	
RESERVE APPLICANT SIGNATURE									Date		E-mail Address						
COMMAND CERTIFICATION																	
13. I certify that the applicant is assigned to this activity and that his/her anticipated duties will allow for the completion of the course(s) listed in Block 11 above. I certify that this course is from an accredited institution; the member will earn college credit or accredited clock hours upon completion of the course.																	
Signature of CO, ESO or designee														Date			
Print the following: CO, ESO or Designee's name				E-mail address						Fax number/phone number							
14. COMMAND ADDRESS												14. COMMAND OPFAC No. (00-00000)					

PRIVACY ACT STATEMENT

Under the authority of 5USC 301, the personal data on Page 1 of this form is requested in order to process your request for Coast Guard Tuition Assistance (TA). Your Social Security Number will be used for identification. The office responsible for processing tuition assistance forms will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard or school personnel involved with the administration of the tuition assistance program. You are not required to provide this information. However, failure to do so will result in your not being considered for tuition assistance.

STATEMENT OF AGREEMENT/UNDERSTANDING

My signature in Block 12 on Page 1 of this application for tuition assistance indicated that I have read, understand, and will comply with each of the provisions listed below:

1. I will apply for Coast Guard tuition assistance prior to registering for the course, for courses of 18 weeks or less. Applications must be submitted to allow sufficient time for processing, and for return of the TA Authorization Form (CGI1560) by the approval authority prior to the date of class registration. If the course length is longer than 18 weeks, the application must be made within 90 days of the course completion date.
2. I must pay any costs beyond the amount authorized. **Refer** to COMDTINST 1500.24 (series), Coast Guard Tuition Assistance Program, Sec. 6. for **limits** on amounts authorized (share payable by the Coast Guard).
3. Eligible Members:
 - a. Enlisted members will not incur a service/active duty obligation, but must complete the course of instruction prior to RELAD, separation, or retirement.
 - b. Officers must agree to an obligation of one year upon completion of a course. Officers in an involuntary separation status are not eligible for this program.
 - c. Civilian employees with at least 90 days of Coast Guard service are eligible for TA. Civilian employees must agree to remain employed with the Coast Guard one month for each course credit hour upon completion of the course.
4. I have not obligated the Coast Guard to pay for this course. If this request is not granted I realize that I am responsible for all costs associated with this course.
5. I will submit a final grade report to the designated agency for the course(s) for which tuition assistance has been granted. Failure to do so will result in my ineligibility for future tuition assistance. If I receive an academic failing grade or withdraw from the course for which TA has been authorized, I will arrange with the approval authority to reimburse the Coast Guard in full.
6. I understand the Coast Guard tuition assistance cannot be authorized for any course for which I receive assistance in whole or in part under other provisions of law where the payment would constitute a duplication of benefits from the Federal Treasury. A similar limitation exists on educational assistance from the Veterans Administration. Therefore, I certify that I have neither received, nor will I request, Veterans Administration MGIB education benefits for the course(s) for which Coast Guard subsidy is requested.

FORM COMPLETION INSTRUCTIONS

- Block 6:** All schools must have a School Code.
Obtain the Institute School Code List from the ESO or USCG Institute homepage:
www.uscg.mil/hq/cgi/tuition/schlist.pdf
- Block 6: COURSE LEVEL – DIV**
V = Vocational
L = Lower Level (100-299)
U = Upper Level (300-499)
G = Gradual Level (500-1000)
- Block 11: “CREDIT HOURS”**
= Number of course hours
“**S/Q**” = “**S**” indicates Semester Hour, and “**Q**” indicates Quarter Hour (verify with school)
“**CLK**” = Clock Hour

Per course cost=Number of hours X Per hour cost (i.e. 3 semester hours X \$200 = \$600 per course cost)